



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at http://www.billwilsoncenter.org/bwc_jobs/

Housing Specialist – Young Adult Family Shelter

SUMMARY:

The Housing Specialist will be responsible for locating housing for young adults, ages 18-24. The Specialist is required to work quickly and independently in the fast paced housing market in Santa Clara County in order to secure housing for youth. In addition to locating housing, Housing Specialist will conduct housing inspections, negotiate, and build relationships with landlords, collaborate with community partners, as well as promote BWC programs when engaging with the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Identify appropriate rental housing in the community for clients that is aligned with their needs and goals.
- Develop and maintain inventory of appropriate units for clients and their families.
- Engage Landlords to build and sustain relationships with Bill Wilson Center and our clients.
- Network with landlords, renter's associations, property management businesses, and county wide permanent housing providers.
- Verify client income and determine the subsidy amount and clients share of the rent
- Verify that rental agreements and rents conform to project requirements
- Conduct unit inspections to ensure that rental units meet HUD Housing quality standards
- Educate community members about the housing needs of clients and the importance of supportive housing.
- Guide and educate clients on how to search for, secure and maintain permanent affordable housing, including tenant/landlord rights and responsibilities.
- Provide assistance to clients with completing housing forms, applications and obtaining required verifications to determine eligibility.

- Prepare and process all required documents for financial assistance. Follow agency policies and procedures regarding financial documentation and reconciling all requests.
- Maintain thorough and accurate progress notes, files, and correspondences in AWARDS and HMIS as required
- Coordinate with Case Managers to ensure clients' needs are being met.
- Participate in agency Program Quality Improvement and Safety activities and initiatives
- Regular attendance is a requirement of the position.
- Other duties may be assigned.

QUALIFICATIONS:

Real estate or Property Management experience required. Knowledge of housing availability in Santa Clara County required. Relationships with landlords/apartments/etc. highly desired. Driving is a requirement of the job - must have possession of current CA driver's license, access to a vehicle and personal automobile insurance. Excellent communication skills. Must be punctual, efficient and organized; effective and professional under pressure. Ability to balance excellent client care with meeting deadlines and ensuring positive program goals and outcomes. Experience providing services to clients of various racial, ethnic, socioeconomic backgrounds or sexual identity who are overrepresented in homeless populations as well as working in different cultural environments. An understanding of humility and respect for working with foster youth. Fingerprint/background check and TB test also required.

All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.

SALARY RANGE:

\$25.00 - \$27.00 per hour. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:

BILL WILSON CENTER
ATTN: Resumes
FAX: (408) 244-4022
Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain

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responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.